



**MEMO from the Director of Refugee &
Disaster Services
RE: Emergency Assistance Funding**

May 12, 2020

Dear Pastor or Business Manager:

UPDATE: This memo contains changes to our application process for emergency assistance funding. New instructions follow.

Attached, you will find flyers for some limited essential emergency assistance that Catholic Charities Dallas is offering regarding partial rent and utility assistance, as well as our food and diaper pantry schedule. In regard to essential emergency assistance, the **eligibility criteria mainly consists of a job loss or reduction in hours due to COVID-19**. This can be proven in a multitude of ways:

- Letter or note from employer
- Pre and post Covid paystubs showing reduced hours
- Pre and post Covid bank statements
- Some sort of medical papers showing inability to work during Covid due to being high- risk
- Proof of childcare or school closure for single parents who aren't able to work because their kids are at home
- Our case managers can call employers who might not willing to give something in writing and just get a verbal confirmation over the phone

NEW PROCESS: If one of your parishioners resides in the 9 counties of the Diocese of Dallas and meets our eligibility criteria of job loss or reduction in hours due to Covid, **please have him or her apply online at ccdallas.org**. Instructions:

- Go to ccdallas.org
- Scroll down and click link entitled “financial assistance”.
- The application is very quick and easy and can be completed by visiting our website through a mobile device as well.
- If the parishioner does not have internet access, he or she can call our Disaster helpline at 214-257-0674 and leave a message stating they need help completing the online application.
- Please note, they may be able to receive help quicker if they are able to complete the online application themselves or if someone is able to help them complete it.
- To help assistance times, encourage parishioners to gather the following items after they complete the online application:
 - proof of eligibility
 - the bill(s) that they need assistance with and/or the 1st page of their lease agreement if they need help with partial rent payment
 - have the principal applicant gather any form of identification for him or herself (can be expired, etc), which is just needed to verify their name.

We are able to assist anyone (single clients or families with children; documented or undocumented), who reside in the 9 counties of the Diocese of Dallas (Dallas, Collin, Ellis, Fannin, Grayson, Hunt, Kaufman, Navarro and Rockwall). For those parishioners who may reside outside of these counties, or do not meet our eligibility criteria, these other agencies also have rental and utility assistance available:

- Catholic Charities Fort Worth: (817) 534-0814
- St. Vincent de Paul: 469-607-0909. Online application:
https://svdpdallas.org/helpme/?gclid=Cj0KCQjw-Mr0BRDyARIsAKEFbefQf4lahPnHebrLKv9987t964EZzqHvv_LJGUsl5Y0D0XXVLjILis4aAt2UEALw_wcB
- Interfaith Family Services: 214.827.7220. Online application:
<https://a5588.socialsolutionsportal.com/apricot-intake/f5bf95cd-3b31-4c55-aa18-bdcc90b40322>

NOTE: For those who also need food or diaper assistance, please have them visit one of our pantries (see attached flyer for information)

I can be reached by the information below if you should have any questions. Thank you!

Best,

Sahil Gilani, LMSW
Director, Refugee and Disaster Services
Catholic Charities Dallas
Phone: [972.246.6010](tel:972.246.6010)
sgilani@ccdallas.org